



REQUEST FOR ARCHITECTURAL & ENGINEERING DESIGN SERVICES

**Below Alumni Center Renovation and Addition
UW-Madison**

2011 – 13

November 2013

Project No. 13K2F

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Project Background and Purpose

The Wisconsin Alumni Association (WAA) was founded in 1861 to promote the welfare of the University of Wisconsin and serve the interests of its alumni. The association carries out this mission today through marketing, communications, services, and programs that link alumni back to the university, the university with alumni, and alumni with each other.

The home of the WAA is the Below Alumni Center, located at 650 North Lake Street in Madison. The building was constructed in 1967 as an addition to what is now the Pyle Center; a modest addition/remodeling project was undertaken in 1994.

In 2012, the UW-Madison began design on the Alumni Park project, a gift to the campus from the WAA as a finale to the organization's year-long celebration of its 150th anniversary. When completed, the park will create an inspiring and educational promenade that connects UW's most popular gathering places — the shore of Lake Mendota, Library Mall, and the Memorial Union, while providing an appropriate northern terminus to the seven block long East Campus Mall. The Mall, connecting Regent Street to Lake Mendota and linking many student-focused campus amenities, transitions to Alumni Park, flanked on the east by Red Gym and on the west by Memorial Union, both landmark buildings of historic prominence.

With the design and eventual completion of Alumni Park a reality, the WAA began to consider reducing the emphasis on their North Lake Street entrance and moving their "front door" from that side of the building to what will become the more visible and accessible Alumni Park side. Earlier this year, a small project was initiated (DFD Project No. 13G2I) to study options for this concept as well as the minor interior alterations to the existing building to support the enhanced Alumni Park entrance. This study has been completed and the WAA is now ready to hire a consultant team to design, bid, and administer the construction of the resulting project.

The intent of the project overall is to fully integrate the Below Alumni Center with the new site development at Alumni Park. The improved interior spaces will support social and educational programming for the WAA and will enhance their already successful alumni relations, advancement, and development functions, which are led from this location. Both the Alumni Park and Memorial Union Renovation-Phase 2 projects are not only adjacent sites, but may be simultaneously in construction with the Below Alumni Center, as such careful coordination will be required between all projects.

Project Description

This project will reorient the main entrance of the Below Alumni Center. An existing entrance on the west site of the building will be upgraded to enhance the visibility and identity of the organization from Alumni Park.

The project will include approximately 1,100 GSF of new construction, 4,900 ASF of interior renovation, 1,850 GSF of existing roof converted to useable plaza, and 450 GSF below grade foundation work to support the existing walls and exterior stair. Due to the nature of this project, LEED certification will not be sought.

The full scope of work is outlined in greater detail in the Preliminary Design Study:
[http://www.cpd.fpm.wisc.edu/cssimages/WAA_Final_Report\(1\).pdf](http://www.cpd.fpm.wisc.edu/cssimages/WAA_Final_Report(1).pdf)

Scope of Services

The A/E consultant team will be selected, based on their qualifications, to provide complete design and construction phase services for this project, using an existing program prepared as part of the design study. It is expected that the information in the design study will form the basis for the design, with the consultant team providing verification of that information.

In addition to the requirements for design through construction in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the following additions are:

- The Environmental Impact Assessment (EIA) that was prepared for the Memorial Union Renovation, Lake Mendota Shoreline Rehabilitation and Alumni Park may need to be updated as a separately contracted service.
- Interior design services shall be provided including the selection, specification, and assistance with procurement of new furnishings and other interior amenities as well as assistance in the reconfiguration of existing offices and workstations within repurposed areas.
- Exhibit design services shall be provided to design new exhibits in the WAA and assure that those exhibits are integrated with the exhibits being provided in Alumni Park.
- Landscape architecture services shall be provided to ensure that the green space surrounding the WAA is integrated fully with the landscape design of Alumni Park, to provide design for the enhanced second level rooftop plaza, and to ensure below grade accommodations are appropriate to support the raised grade “outdoor classroom.”
- Soil borings and a topographic survey update shall be required to supplement those already obtained through the Alumni Park project.

The consultant team selected shall be prepared to engage in an interactive information gathering and design process with a variety of stakeholders that include:

- Wisconsin Alumni Association staff
- UW System Administration
- Division of Facilities Development
- UW Facilities Planning & Management staff
- UW Design Review Board

UW-Madison will provide an organizational structure to guide and interact with the consultant team during the design process. This will include a core team to provide direction and facilitate process, key staff to provide information and feedback, and facilities leaders to provide input on design and constructability in accordance with State and campus standards.

Note that per the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the following services will not be included in the scope of services:

- Hazardous materials survey, testing, and abatement bid documents will be contracted separately.
- WEPA compliance actions and document preparation will be contracted separately.

In addition to deliverables noted in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the consultant team will provide the following:

- Any requested materials to be used for presentation and fundraising purposes should be provided as a reimbursable cost.

In addition to deliverables noted in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants* the following shall be provided as follows:

- Full or half size drawings sets as requested by UW Madison Facilities Planning & Management.
- Electronic copies, in AutoCAD and PDF format, either downloadable or six (6) CD copies.
- All diagrams shall be capable of full graphic clarity in either color or black and white.

Consultant Qualifications

The A/E team should have experience in the design and functionality of university office or alumni buildings; integrating building and site design on an urban scale; and exhibit design with projects of similar size and scope.

Letter-of-Interest Submittal Requirements

The letter-of-interest submitted by the consultant team should include the following information:

- A listing of all firms who will be sub-consultants to the prime consultant, and services that each sub-consultant will be providing. At a minimum identification of consultants for the following areas of expertise will be required:
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Landscape Architecture
 - Interior Design
 - Exhibit Design
- A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a biography/resume for each key staffer.
- A listing of project experience similar to that required for this project.
- Consultant teams should consider use of the standard DFD form that is used for full selection.
- Preferably, the submittal should not exceed 15 pages.

Contacts

UW - Madison	Julie Grove	608-265-0465	jgrove@fpm.wisc.edu
UW - System Admin.	Jeff Kosloske	608-263-4417	jkosloske@uwsa.edu

Project Budget Summary

Budget Item	Cost
Construction	\$2,028,000
Demolition	\$69,000
Hazardous Materials Abatement	\$10,000
Project Contingency	\$165,000
A/E Design Fees	\$175,000
Other Consultant Fees*	\$80,000
DFD Management Fee	\$82,000
Movable and Special Equipment	\$191,000
TOTAL	\$2,800,000

* Other design fees include reimbursable expenses and services contracted for separately such as hazardous materials testing, WEPA compliance, etc.

Project Schedule Summary

A/E team selection	Jan 2014
Begin work	Mar 2014
Program verification submittal	April 2014
Preliminary Design submittal	May 2014
BOR/SBC Authority to Construct	July 2014
Final Review Submittal	Oct 2014
Receive Bids	Dec 2014
Begin Construction	Feb 2015
Substantial Completion	Nov 2015
Closeout /Final Completion	Jan 2016

Attachments

Site Map:



Preliminary Design Study:

http://www.cpd.fpm.wisc.edu/cssimages/WAA_Final_Report.pdf